

**SOUTH CAROLINA DEPARTMENT OF ADMINISTRATION
RECRUITMENT AND SELECTION POLICY**

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. Policy

It is the policy of the Department of Administration (Department) that all employees of the Department be afforded the opportunity to be considered for positions in active recruiting status. Department employees shall not be discouraged from applying for posted positions. Likewise, employees shall not be adversely affected in any way as a result of expressing an interest in career development. Management is responsible for employing the candidate best suited for the position in accordance with federal and state laws, and State Human Resource Regulations.

II. Responsibilities

All recruitment and selection activities shall be coordinated by Office of Administrative Services-Human Resources. Office of Administrative Services-Human Resources is responsible for ensuring that all personnel related legal and reporting requirements are met. Selected positions may require special credentialing or certification.

Applicants indicating college credit or degree(s) on the application will be required to bring an official copy of a college transcript to the interview.

Applicants shall be required to authorize the Department of Administration to conduct background checks by reviewing and verifying all official personnel and educational records and by making inquiries to third parties, including law enforcement agencies.

It is the policy of the Department of Administration to recruit and select the best candidates when filling positions.

II. Vacancy Postings

Internal vacancies will be posted through the South Carolina Department of Administration's Division of State Human Resources Recruitment tool. In areas employees do not have access to the internet; liaisons will be responsible for posting position vacancies. If position is posted

externally, the vacancy notice will be posted in the following places: South Carolina Department of Administration's Division of State Human Resources Recruitment tool and the South Carolina Department of Employment and Workforce. If appropriate, the position may be advertised in newspapers, specialized websites or other venues.

II. Selection

Office of Administrative Services-Human Resources will screen applications based on the requirements listed on the posting. The hiring manager will select the candidates to interview and create a panel interview team. The panel should consist of a diverse group of employees of an equal or greater classification. After the interview process is complete, the hiring manager determines the top three candidates in order of selection. After the new hire has been approved, a nationwide criminal background check will be completed by Office of Administrative Services-Human Resources.